

REQUEST FOR RECORDS RETENTION SCHEDULE  
To be submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO.

256

PAGE  
NO.

1. ✓

1. Requesting Agency

STATE DEPARTMENT OF HEALTH

2. Division or Bureau of Requesting Agency

TUBERCULOSIS HOSPITALS

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.

This records retention schedule is applicable to all Tuberculosis Hospitals. The quantities, dates, and accumulations listed are for Mt. Wilson Hospital only.

1. PATIENTS' MEDICAL RECORDS

Quantity: 3 drawers active, 521 TRANSFILES INACTIVE  
(Total 75 cubic feet)

Dates: 1926 - -

File Arrangement: Numerical

Annual Accumulation: 2½ cubic feet

Index: Yes, see Item 2 ALPHABETICAL BY DATES (ITEM 2)

Individual folders containing the medical records of each patient are maintained. Records in the folder include several or all of the following:

TB 2 Application and Hospital Record  
MTH 2 Admission and Discharge Sheet  
MTH 3 History Sheet  
MTH 4 Physical Examination  
MTH 5 Progress Notes  
MTH 6 X-Ray Report  
MTH 7 Laboratory Chart with Laboratory Reports attached  
MTH 9 Dental Record  
MTH 13 Consultation Notes  
Operation Permit - hospital form  
MTH 15 Operation Permit  
MTH 16 Electrocardiograph (EKG) report

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

L. H. Clemens, W. G. Gammie

Signature

Chief Bus Mgt

Title

7/3/56

Date

Schedule Authorized as Indicated in Col. 6 by Hall of  
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of  
Public Works.

7/5/56

Date

Morris S. Oedloff

Archivist

JUL 9 1956

Date

J. Meluskey

Secretary

IT FOR RECORDS RETENTION (Continuation Sheet)

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Hall of Records  
Commission

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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- 17 Bronchoscopy Report
- 18 Exercise Record
- 20 Clinical Chart
- 21 Doctor's Order Sheet
- 23 Nurse's Order Sheet
- 24 Weight Chart

Correspondence - all correspondence is grouped together behind the last sheet of the medical records

RECOMMENDATION: RETAIN PERMANENTLY

2. INDEX TO PATIENTS' MEDICAL RECORDS

Size: 3" x 5"

Quantity: 1 drawer active, 6 drawers inactive (total  $\frac{1}{2}$  cubic foot)

Dates: 1926 - -

File Arrangement: Alphabetical

The index shows the patient's name, address, case number, religion, date of birth, and dates of admission and discharge.

RECOMMENDATION: RETAIN PERMANENTLY.

3. SOCIAL SERVICES CASE HISTORY

Quantity: 2 drawers active, 1 drawer inactive (total  $\frac{1}{2}$  cubic feet)

File Arrangement: Alphabetical

Dates: 1950 - -

Annual Accumulation:  $\frac{1}{2}$  cubic foot

An individual file is maintained for each patient contacted by the social service workers. Information in the file shows all services rendered and family history. The records are:

Face Sheet (a Maryland Tuberculosis Association form) showing physical description of patient and family history

Case Recording - shows contacts made, comments, and reports of conferences

Correspondence

Discharge Summary - a copy of the summary found in the Medical Records

RECOMMENDATION: RETAIN FOR TWENTY YEARS AFTER DATE OF DISCHARGE AND THEN DESTROY.

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BOARD OF PUBLIC WORKS

Secretary

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4. SERVICES RENDERED TO PATIENT

Quantity: 1 drawer (1½ cubic feet)  
Dates: 1951 - -  
File Arrangement: Alphabetical  
Annual Accumulation: Less than ½ cubic foot

The Maryland Tuberculosis Association supplies needed clothing and other supplies which the patient cannot financially afford. The records maintained in the Social Services office are duplicated in the Association's files. These are:

Approved Request for Service - indicates the patient's name, hospital, service desired, approval of request, and any remarks.

Discontinuance of Service - this form is sent to the Association at the time the patient is discharged.

All records concerned with an individual patient are stapled together.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DATE OF DISCHARGE AND THEN DESTROY.

5. CORRESPONDENCE

Quantity: 18 drawers (24 cubic feet)  
Dates: 1950 - -  
File Arrangement: Alphabetical  
Annual Accumulation: 5 cubic feet  
Disposable Amount: 8 cubic feet

This item includes the correspondence of the Superintendent, Medical Director, Administrative offices, Social Service office, and Supervisor of Nurses. The correspondence is concerned with the functions of the hospital and is with Federal, State, local and other state agencies, professional, civic and business organizations, individuals, doctors, hospitals, etc. Correspondence concerned with a patient is filed in the patient's case folder.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY

6. ACCOUNTING RECORDS

Quantity: 47 drawers (70 cubic feet)  
Dates: 1950 - -  
File Arrangement: Chronological  
Annual Accumulation: 15 cubic feet  
Disposable Amount: 30 cubic feet  
Audit: State

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Date JUL 9 1956

*[Signature]*  
Secretary

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This item includes all standard accounting forms used by State agencies as supporting data to the final book of entry. The final book of entry is to be retained permanently. Specifically these supporting records are:

**Comptroller of the Treasury**

**Form No.**

E-1-S	Distribution of Charges
E-1 and E-1/2	Transmittal
DD-1	Certificate of Deposit and Bank Deposit Slip
R-2 (formerly MR-2)	Monthly Report of State Funds Collected and Deposited
	Distribution of Unexpended and Obligated Balances
	Monthly Statement of Balances

**Purchasing Bureau (Department of Budget and Procurement)**

1-A	Requisition for Supplies
17-A	Purchase Order
100-16	Out-of-Schedule Requisition for Supplies
39-A and 40-A	Stores Requisition
CF-2	Copy of Contract Awarded
CF-1	Capital Fund Requisition for Equipment
100/24	Actual Emergency and Repairs Report
27-A	Copy of Contract Awarded
CF-3	Copy of Contract Awarded
	Delivery Invoice
26-A	Notice of Award of Contract
52	Credit Memorandum
51	Report of Partial Delivery

**Budget Bureau (Department of Budget and Procurement)**

BB-1 (Rev.)	Formerly BB-1 and BB-2
	Budget Schedule Amendment Sheet
B.P. Inv. R101	Report of Fixed Assets (annual)
B.P. Inv. R102	Report of Materials and Supplies (annual)
B.P. Inv. 6	Materials and Supplies Physical Inventory (annual)
BB-40	Request for Position Action
Budget Form No. 1 thru 11	Budget Estimates Fiscal Year (13 pages including farm statement)
	Power Plant Utility Report (monthly)
	Food Report (monthly)
	Memorandum of Adjustment

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Others

Vendors Invoices  
Bank Deposit Slips  
Bank Statements  
Bank Deposit Receipts  
Canceled Checks  
Cash Receipt Stubs  
Patients' Cash Receipts  
Telephone operator's cash report  
Meal tickets  
Perpetual Inventory (filled pages)  
Daily Time Sheets  
Supply Requisitions  
Confirming Orders

RECOMMENDATION: RETAIN FOR THREE YEARS, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

7. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE

**PAYROLL** (Prior to July 1, 1953). The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).

**PAYROLL JOURNAL** - The agency copy is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).

**PAYROLL EXCEPTIONS, Additions and Exceptions** - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 3-b, approved by the Board of Public Works, January 11, 1954).

**PAY WARRANTS** - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).

**RECEIVING WARRANTS** - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).

**TRANSMITTAL FORM E-1 or E-2** (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954.)

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*[Signature]*  
Secretary

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8. MASTER AUTHORIZATION

This state-wide form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or for making any changes in the pay rate. It also shows all pay deductions.

RECOMMENDATION: RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

9. LEAVE RECORDS

File includes the following records:

Leave record card - Form SEC 128-A, a standard state-wide form prepared annually for each employee.

Leave applications  
Doctor's certificates

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

APPROVED  
HALL OF RECORDS COMMISSION

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BOARD OF PUBLIC WORKS  
Date... JUL 9. 1956

*[Signature]*  
Secretary